

# 1999/2000

## Beverage Container Recycling Grant Solicitation

*The Department of Conservation is offering \$500,000 in grant funds to promote increased recycling of beverage containers throughout California. Organizations are encouraged to submit project proposals to the Department by April 3, 2000 for grant funding.*

### Background

Through the Division of Recycling, the Department of Conservation (Department) administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Refund Value (CRV) beverage containers. With passage of SB 332 (Chapter 815, Statutes of 1999), the program has been expanded to include many more beverages. Beverage does not include wine or wine from which alcohol has been removed, in whole or in part, whether or not sparkling or carbonated; milk; medical food or infant formula; nor one hundred percent fruit juice in containers that are 46 ounces or more in volume.

The goal of the Department's recycling program is to reach and maintain an 80 percent recycling rate for all CRV beverage containers. To help reach this goal, the Department has \$500,000 available in grant funds pursuant to Section 14581 of the Act. Grants are no longer limited to non-profit organizations or governmental agencies.

In an effort to improve away-from-home recycling and provide more visible and convenient recycling options for travelers and sports enthusiasts, the Department is looking for **demonstration projects that provide CRV beverage container recycling programs for customers at gas stations and/or community sports facilities.** The project should encompass analytical selection of locations, placement of containers, promotion to encourage awareness and use, collection and marketing of materials. Projects should be cost-effective and serve as models for duplication or adoption by other communities.

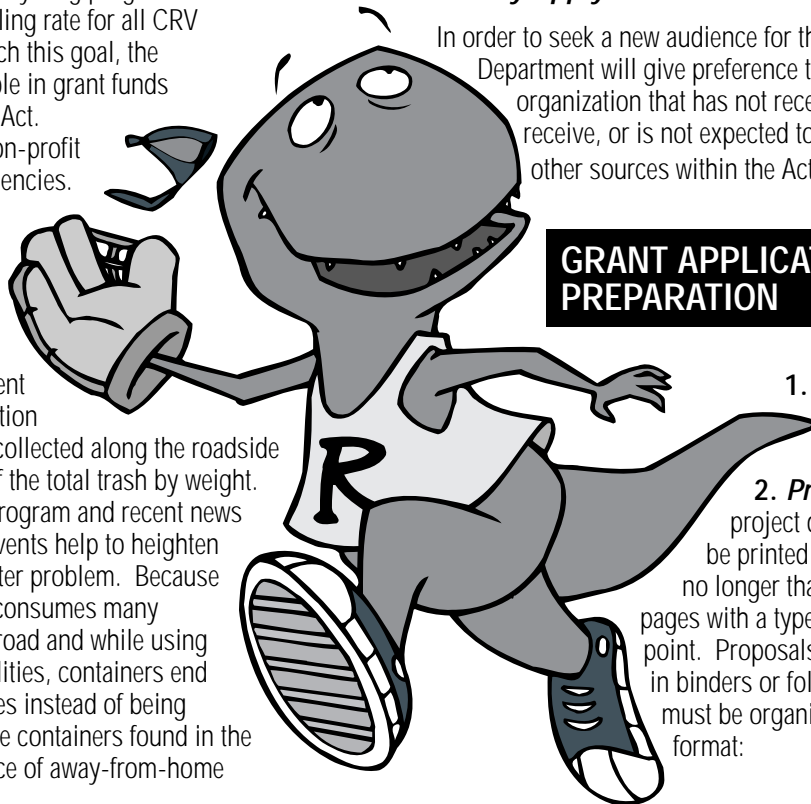


### Who May Apply

In order to seek a new audience for these grants, the Department will give preference to each eligible applicant organization that has not received, does not currently receive, or is not expected to receive, funding from other sources within the Act.

### GRANT PRIORITY

A recent joint research project on roadside litter by the Department and the Department of Transportation reveals that beverage containers collected along the roadside accounted for about 10 percent of the total trash by weight. The Caltrans Adopt-A-Highway program and recent news media, advertising, and special events help to heighten public awareness of the State's litter problem. Because California's "mobile" population consumes many beverages while traveling on the road and while using or visiting community sports facilities, containers end up in trash bins or along roadsides instead of being recycled. The number of beverage containers found in the study demonstrates the importance of away-from-home recycling.



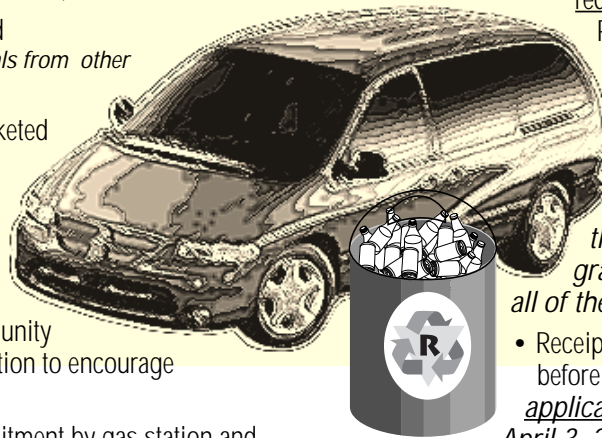
### GRANT APPLICATION PACKAGE PREPARATION

**1. Grant Application Cover Page**  
(enclosed)

**2. Project Details.** The project detail discussion must be printed on office paper and be no longer than five (5) single-spaced pages with a type size minimum of 10 point. Proposals must not be submitted in binders or folders. Project details must be organized in the following format:

**(a) Project description should discuss:**

- how the project will be conducted;
- the key elements in the project's design which should make it successful;
- the qualities that make the proposed project innovative and unique;
- specific geographic area, community, or county served;
- how locations were selected;
- estimated number of collection locations at participating gas stations and community sports facilities in the service area;
- material types to be collected and estimated number of collection containers at each location;
- controls to prevent theft of materials and collection containers;
- method and frequency of collection;
- estimated number of people served at participating gas stations and/or using community sports facilities;
- estimated volumes to be collected;
- how volumes will be tracked  
(*not commingled with materials from other recycling locations*);
- where materials will be marketed or redeemed for CRV and how CRV monies will be expended or directed;
- planned advertising (by the applicant, and by gas station operators and community sports facilities) and promotion to encourage awareness and use;
- demonstrated project commitment by gas station and community sports facilities; and,
- methodology for periodic project analysis and evaluation.



**(b) Qualifications.** Introduce the applicant organization and describe the knowledge and experience that qualify it to conduct the project successfully.

**(c) Need.** Describe why this project should be funded and how it will not duplicate existing recycling services.

**(d) Finances.** Outline all financial commitments and/or matching funds dedicated to the project. Address how the project will be evaluated periodically for cost effectiveness.

**(e) Project continuation.** Discuss whether and how the project will continue after the grant concludes.

**3. Budget.** Complete the grant application budget page (enclosed, and can also be downloaded from the Department web site at [www.consrv.ca.gov](http://www.consrv.ca.gov)). Also provide a concise narrative explanation and justification for each line item, including each person for which funds are being requested. If staff benefits are usually paid

to staff employed in the organization, benefits may be allowed in the project budget for proposed new staff. Be specific as to the types of equipment requested. Applicants are encouraged to contact multiple vendors to evaluate collection containers and other equipment and to obtain bids. The proposed budget should take into consideration future price increases and the cost of sales tax, shipping/delivery, and other fees. Overhead expenses will not be allowed.

**4. Implementation schedule.** Provide a detailed listing of proposed tasks and activities with milestone or target dates from project inception to completion. Discuss steps taken to ensure that the schedule is realistic and that potential for delays has been mitigated. Proposed tasks should not begin prior to August 1, 2000.

**(5) Proof of organization's status and authority.** Provide a copy of your partnership agreement (if a partnership) or Articles of Incorporation or Organization (if a corporation or limited liability company), and proof of nonprofit status if a nonprofit organization. (Acceptable proof is the letter from the United States Internal Revenue Service or California Franchise Tax Board granting nonprofit status under 26 USC, 501 (c) or (d) or section 23701 of the Revenue and Taxation Code.) Governmental agencies are not required to provide proof of nonprofit status.

Provide a copy of any current fictitious business name statement and business license.

### **Minimum Requirements**

*To qualify for further review by the grant evaluation committee, each grant application package must meet all of these minimum requirements:*

- Receipt of the grant application package on or before the application deadline. Grant applications postmarked on or before April 3, 2000 will be accepted.
- A complete, original grant application package signed by a person with authorization to bind the organization to a grant agreement or contract, and nine (9) copies.
- Focus on CRV beverage containers at gas stations and/or community sports facilities.

## **GRANT APPLICATION PROCEDURE**

**Grant application packages must be addressed to:**

Department of Conservation

Division of Recycling

801 K Street, MS 18-55

Sacramento, CA 95814-3533

Attention: Community Outreach Branch

For any clarification, contact staff at (916) 322-0613 or 1-800-RECYCLE and ask for grant staff.

## ***Tentative Grant Program Schedule***

**April 3, 2000** Grant application packages due  
**May 22, 2000** Awards announced  
**June 15, 2000** Grant agreements effective

## ***Grant Administration***

Grants awarded by the Department are administered through a grant agreement. Grant agreements consist of standard language, a scope of work, budget, and an implementation schedule with measurable milestones. Department policy discourages any changes to the standard language; only the most critical of circumstances will be considered adequate to justify any modification. A sample of the language may be obtained by calling the Division's Community Outreach Branch at (916) 322-0613 or 1-800-RECYCLE to request a faxed copy, or downloading from the Department web site at [www.consrv.ca.gov](http://www.consrv.ca.gov).

**All payments are reimbursed in arrears and are based on actual costs and compliance with the project implementation schedule. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the closing date of the grant agreement are not reimbursable.**

Ten (10) percent payment retention is withheld from each grant progress payment until completion of the project. Final payment of the withheld funds will be made only after completion of all project tasks and approval of a final grant report.

As a condition for receiving grant funds, grantees are expected to apply for certification in the appropriate recycling category upon notification by the Department, if not already certified. Grantees are also required to submit status reports and collect/report volume information of materials collected. When possible, grantees must purchase recycled-content products in accordance with Department purchasing goals.

## **EVALUATION AND SCORING**

Project proposals meeting the minimum requirements are reviewed and scored by a Department grant evaluation committee. Applications will be scored based on the merits of the information submitted in the grant application package. Five (5) preference points will be added to the final score of each eligible applicant organization that has not received, does not currently receive, or is not expected to receive, funding from other sources within the Act. Information provided by the applicant after the final filing date of April 3, 2000 will not be accepted or considered.

In an effort to ensure that grant funds awarded provide an overall public benefit, the Department may modify proposals while approving them for funding. For example, funds requested for items not fully justified may be reduced or eliminated. The final committee score will include a recommended funding level for each grant.

The grant evaluation committee will recommend disqualification of any applicant organization with outstanding fines, penalties, or audit findings due the Department. Grants recommended for funding must receive final approval by the Department Director.

### **EVALUATION CRITERIA**

25%	Priority emphasis (a demonstration project that encompasses all of these components: provides CRV beverage container recycling programs for customers at gas stations and/or community sports facilities, establishes a <b>new</b> recycling opportunity for the public, includes a collection and marketing component, and includes a promotional component to encourage awareness and use)
20%	Quality of grant proposal (well-planned, well-written, concise yet detailed, description of the project; clearly defined tasks completed within a reasonable time frame; measurable milestones; contains evaluation component; strong justification for each budget line item)
15%	Originality (innovative; unique; reasonable; reaches new audiences; addresses unique circumstances to make project cost effective; project design includes key elements which should make it a successful demonstration project)
15%	Applicant commitment (demonstrated through financial commitments and matching funds/resources)
10%	Project implementation schedule (realistic implementation schedule; proposed start and end date for project; target date for each major task; time built in to accommodate project delays—due to situations such as collection container back-ordering and weather conditions which may affect installation)
10%	Project budget (reasonable; complete; cost-effective for the number of collection locations; estimated volume of material and vehicles; breadth of geographic area to be served; each budget line item justified; lists total number of units to be purchased with unit prices)
5%	History of compliance with program requirements (demonstrated pattern of operation in compliance with program requirements; program certification or registration in good standing)



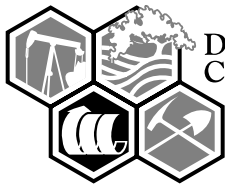
**California Department of Conservation**  
*Division of Recycling-Community Outreach Branch*

801 K Street, MS 18-55  
Sacramento, CA 95814-3533

## **GRANT INFORMATION**

*(DEADLINE TO APPLY APRIL 3, 2000)*

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DEPARTMENT OF  
CONSERVATION

Division of  
Recycling

## Grant Application Cover Page

1999-2000

Contact Person		Telephone Number	
Title		Fax Number	
Organization Name		Amount Requested	
Mailing Address	City	State	Zip Code
Business Address	City	State	Zip Code
County	Grant Period:	to:	Total number of months:
Provide a brief description of your project:			

### **Person Authorized to bind organization in grant agreement**

Name (Print)	Title	Signature (required)
Project Director, Title (Print)		Telephone Fax No.
Project Manager, Title (Print)		Telephone Fax No.
Contact Person, Title (Print)		Telephone Fax No.

**Type of Organization:** ☐ Individual ☐ Husband/wife co-ownership ☐ Partnership ☐ Other \_\_\_\_\_  
(check one box) ☐ Corporation ☐ Limited liability company ☐ Governmental or Public Agency (Specify): \_\_\_\_\_

(Please provide a copy of your fictitious business name statement, partnership agreement, Articles of Incorporation or Articles of Organization, proof of nonprofit status, based upon the type of organization; provide a copy of your business license)

Federal Identification Number \_\_\_\_\_

### **Recycling Program History**

Are you currently certified or have you ever been certified in any category by the Department of Conservation, Division of Recycling? If yes, please provide certification and registration numbers: \_\_\_\_\_

Are you currently receiving or expecting to receive funding from other sources within the Act? ☐ Yes: Describe \_\_\_\_\_

Have you ever had a certificate denied, suspended, or revoked by the Department of Conservation, Division of Recycling, in any category? ☐ Yes ☐ No

Has the Department previously awarded your organization grant funds? If yes, indicate the year(s) and amount(s):

Year	Amount	Year	Amount
Year	Amount	Year	Amount



DEPARTMENT OF  
CONSERVATION

Division of  
Recycling

# Grant Application Budget Page

1999-2000

Organization Name: \_\_\_\_\_

	Grant Request Budget	Financial Commitment & Matching Funds/ Resources	Total Project Budget
<b>Personnel Services:</b>			
Salaries and Wages (1)	\$ _____	\$ _____	\$ _____
Staff Benefits (2)	_____	_____	_____
SUB-TOTAL	\$ _____	\$ _____	\$ _____
Number of Positions	_____	_____	_____
<b>Equipment (3)</b>			
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SUB-TOTAL	\$ _____	\$ _____	\$ _____
<b>Operating Costs (4)</b>			
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SUB-TOTAL	\$ _____	\$ _____	\$ _____
TOTAL BUDGET	\$ _____	\$ _____	\$ _____

(1) For each position, include classification, hourly rate, and total number of hours to be worked

(2) Benefits not to exceed 32 percent of salaries and wages.

(3) Indicate the total number of units to be purchased and price per unit. Also include sales tax, shipping/delivery, and other fees.

(4) Vehicle travel not to exceed \$0.31/mile reimbursement. No overhead expenses allowed.

If additional pages are needed, use the same format or download from web site [www.consrv.ca.gov](http://www.consrv.ca.gov)